

City of New Orleans
Department of Parks and Parkways

Mitchell J. Landrieu
Mayor

Ann E. Macdonald
Director

Booking Request

Date Filed _____

Neutral Ground/Park Requested: _____

Date of Event: _____ Alternate Date: _____

Time of the event: from _____ am/pm to _____ am/pm

Set-up hours required: from _____ am/pm to _____ am/pm

Take down hours required: from _____ am/pm to _____ am/pm

Total hours required: _____

Anticipated Attendance: _____

Description of Event: (please provide as much detail as possible)

Is the event open to the public? _____

Will admittance fees be charged? _____

Will refreshments be served? _____

Will any cooking take place on the grounds? _____

Will refreshment be sold? _____

Will alcoholic beverages be sold? _____

Please indicate if you will be using any of the following. The applicant must make separate arrangements for these items.

Portable Toilets _____ Electrical hook-ups _____ Parking _____

Chairs _____ Tables _____ Booths _____

Stages _____ Risers _____ Tents _____

Other _____

If yes to stages indicate number and sizes _____

Contact Information

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Submit to:
Ann E. Macdonald, Director
Department of Parks and Parkways
2829 Gentilly Boulevard
New Orleans, LA 70122
504.658.3200 Phone 504.658.3227 FAX
ParksandParkways@nola.gov